

SANDY CITY APPROVED CLASS SPECIFICATIONS

I.	<u>Position Title:</u> Crossing Guard Supervisor	<u>Revision Date:</u>	07/16
		<u>EEO Category:</u>	Administrative Support
		<u>Status:</u>	Non-exempt
		<u>Control No:</u>	30413

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Traffic Sergeant, supervises all crossing guard activities and schedules crossing guards to school crosswalks to ensure appropriate coverage at schools.

III. Essential Duties:

- Meet with school district and other officials to determine crossing safety issues and placement of crossing guards.
- Participate in the hiring, disciplining and terminating process for city crossing guards.
- In conjunction with the Police Department, responsible for initial training of newly hired crossing guards and formal training of crossing guards annually.
- Maintain an updated list of school crossing times and assigned crossing guards for all crossings.
- Ensure that all scheduled crossings are staffed by a crossing guard.
- Perform inventory duties, including ordering, distributing, replacing and storing equipment.
- Resolve any concerns involving crossing guards, schools and parents.
- Report any problems with flashing lights, crosswalks, etc. directly to the responsible agency.
- Perform payroll duties for crossing guards.
- Input new employee information in computer system.
- Organize annual awards banquet for crossing guards.

IV. Marginal Duties:

- Update and maintain crossing guard manual as needed.
- Act as a liaison between children, parents, school administrators and PTA.
- Occasionally perform crossing guard duties.
- Perform other duties as assigned.

V. Qualifications:

Education: Requires a high school diploma or equivalent.

Experience: Requires 12 months of crossing guard experience.

Certifications/Licenses: Requires valid Utah driver's license.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Current Utah traffic laws and emergency procedures.

Responsibility for: Responsible for making decisions that affect the activities of others; supervision of employees and scheduling of employee shifts. Moderate responsibility for the care, condition and use of materials, equipment and tools; great responsibility for the use of discretion and independent judgment to coordinate and train employees in the safe crossing of children. Assist with the determination of placement of crossing guards.

Communication Skills: Ability to communicate effectively verbally and in writing using proper grammar and spelling; ability to follow written and verbal instructions; ability to work effectively with other employees and members of the public, including children, parents and school employees.

Tool, Machine, Equipment Operation: Regular use of office equipment including a personal computer and telephone; occasional use of hand-held stop sign, reflector vest, cones and 20 MPH flashing lights.

Analytical Ability: Ability to organize and prioritize activities; must use accurate judgement of traffic flow, speed and direction of travel when performing crossing guard duties; self-motivated and able to work independently with minimum supervision; must be accurate in the payroll process.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects, or controls; may periodically bend, stoop or crouch; frequently communicates with others. Job could involve walking and standing for long periods of time and occasionally moving up to 20 pounds. Constant seeing and hearing are required to fulfill crossing guard job responsibilities.

Work Environment: Position may require that majority of duties be performed from home. Mental effort is required for this job; occasionally, crossing guard coverage may be required and job could be performed outside, subject to exposure to the elements: heat, cold and wet conditions. Employee may be subject to exposure to environmental and/or physical hazards.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____